

~~SECRET~~
SECURITY INFORMATION

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ATTACHMENT D

TMS Assistance in the Formulation of New Programs being Planned or the Revision of Existing Programs

1. When new programs are being planned or present programs revised, the Training Methods Staff can help the instructor in setting up his individual lesson plans by:

- a. Showing the instructor the proper procedures to be employed in developing and augmenting any training or lesson plans as to the instructional techniques and aids available for use.
- b. Appropriate study material should be readily available to assist the instructor in overcoming and solving those presentation problems relative to a particular subject.
- c. Acquainting instructors with the services available from the TMS and the agency to assist him in the performance of his job.

2. In conferences with the instructor the Training Methods Staff can:

- a. Assist in formulating lesson plans with instructors
- b. By observation analyze the effectiveness of a lesson plan
- c. With the instructor make necessary revisions to a lesson plan

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ST-1460

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, TMS

NO.

DATE

16 Nov. 51

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, Planning Staff		16 Nov.			344 Pls see memo
2. AD/TRC				25X1A	25X1A
3. DST			26 Nov		
4. DQM		27 Nov			
					5. - Responsibility for working up Instructor's Training Course shifted from DST to TMS 11 Dec. To be planned & presented to me about 21 Dec. DQM to have final priority thereafter on
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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